



## Fall 2019 Clothing, Toy, & Equipment Sale

### Donate – Volunteer – Consign – Promote - Shop

#### Sale Details and Timeline

Our Fall Sale will be held on Sunday, October 6, 2019, at Newman Elementary School in Needham, located at 1155 Central Ave. The General Sale occurs from 8:30-11:30am, with the Bag Sale from 12pm-12:45pm. Saturday, October 5, is an early-access presale day for all Sale volunteers.

Consignors receive their portion of the proceeds of sales occurring within the General Sale from 8:30-11:30. Anything not sold at the end of the General Sale is treated as a donation to Parent Talk and is included in the Bag Sale. Any items remaining at the end of the Bag Sale are then made available to local charities to pick up for their constituents.

#### Registration

Parent Talk uses MyConsignmentManager or “MyCM” as a point of sale software system for its consignors. All consignors must register with MyCM to receive a consignor number and to enter/tag items for the Fall Sale. See “MyCM Registration and Tagging” on page 3 for more info.

#### Consignment Splits

Our splits for consignor proceeds have been simplified into two options:

- 50% to Parent Talk/50% to the Consignor – The Consignor must volunteer a minimum of **2 hours** over Sale Weekend
- 60% to Parent Talk/40% to the Consignor - No Consignor requirement to volunteer or donate

All consignors must sign up for a consignor check-in slot in MyCM. This schedule will be available for sign-up online by Monday, August 25<sup>th</sup>.

We strive to balance the cost of putting on our Sale and the need for volunteers, with your desire to make a profit. Despite being a 501(c)3, Parent Talk pays for all sale-related rentals including space, tables, PODs, supplies, and janitorial fees. Additionally, it takes hundreds of people-hours to process all the donations, set the spaces, and service all the shoppers, all while leaning heavily on volunteers to reduce the cost impact of paid staff. Our net proceeds from the Sales allows us to exist as an organization that serves our community as well as our members. We appreciate your contribution to our Sales and hope that the splits above reflect that!

#### Volunteer Process - 50/50 Split

- Sign up for a volunteer shift AND a consignor check-in slot in MyCM – these schedules will be available for sign-up online by Monday, August 25<sup>th</sup>
- Sign in for your volunteer shift with Greeter at the sale entrance & sign out when the shift has been completed – **both sign in and out are required to receive this split.**
- **Your consignor check-in slot must not be during your volunteer window.** With the reduction in the volunteer time requirement, we will need all the hands we can get during the volunteer shifts!

#### Item Drop-off – All Consignors

- **Inventory in MyCM will be locked on Friday October 4<sup>th</sup> at 10pm. Items will no longer be able to be entered into MyCM after this time.**
- Check in your items on Saturday October 5<sup>th</sup> during your scheduled consignor check-in time.
- Arrive with clothes on hangers and shoes in clear bags – see “Pricing and Sale Tips” on page 2 for more info.
- Confirm number of items for sale and sign your consignment agreement with Greeter.
- Hang/place your items on the appropriate racks and/or tables.
- Profits will be sent approximately 30 days after the sale.

## Pricing and Sale Tips to Prepare for a Successful Sale

### General Tips:

- **Well-priced, in-season items sell**
- **Group small items** in Ziploc bags to sell as a package – small, inexpensive items can be grouped together and sold as a package for \$2 - \$3 (e.g. socks, onesies, receiving blankets, small books, figurines, etc.).
- **Check quality and condition** of clothes/toys/equipment - Consign items that you would consider purchasing for your own children!
- **Presentation Matters:** Run the iron quickly over clothing items, take the little extra time to button all buttons, zip zippers, clean off toys, ensure batteries are working, etc.
- **Hang clothing items:** Aside from pants, skirts and onesies (0-6 months), all clothing must be on hangers before drop-off. We do not provide hangers for your consigned clothing items.
- **Bag footwear:** Place footwear in plastic zip top bags. This will keep the pair together and price tag intact to ensure proper credit.
- **Securely attach price tags:** Make sure tags are attached securely to your items. Use a tagging gun or safety pins to tag clothes. Use packing tape for toys, equipment or anything hard and utilize ziploc baggies for anything with separate parts like games, toys, shoes, etc.
- **Clean and test your items prior to consigning:** Shoppers like to try before they buy. Please check batteries and make sure items are clean!
- **Assemble items:** Swings and highchairs should be dropped off assembled to avoid losing pieces and parts. Larger furniture items such as changing tables do not need to be assembled but must be accompanied by the necessary hardware. It is also recommended that you group your pieces together (either using tape, plastic wrap or rope) so that they stay together.

### Pricing considerations

- Think about what you would pay for your items right now, NOT what you paid for it.
- Buyers look for value-priced items – pricing your items so shoppers feel like they are getting a great deal will help your items sell.
- Quality of brand and condition of the item (like new? slightly worn? showing some wear?) should all impact pricing.
- Consider what it would cost to buy the item new today.
- The pricing guides (on pages 6 to 7) provide a reference point for sellers. Our volunteers use these guides in pricing all donated items. Please keep these ranges in mind, including the prices for bulk items (i.e. books, onesies) when pricing your items!

### Items we do NOT accept for consignment:

- Recalled items (i.e. bumbo chairs, nap nanny recliners, etc.)
- Car seats more than five years old– check the bottom/back of car seat for date manufactured
- Used bottles, pacifiers, teething rings, utensils, or sippy cups
- Undergarments (kids and maternity)
- Stuffed animals
- Clothing that has stains, very worn clothing, items with holes, clothing covered in pet hair or those that smell like smoke
- Broken toys or other items
- We will no longer be accepting breast pumps and maternity clothes
  - Last year, fewer than 40 consigned items were sold in this category and charities are unwilling to take them.

## Registering with MyCM

Parent Talk uses MyConsignmentManager or “MyCM” as a point of sale software system for its consignors. 76% of consignors rated their experience with MyCM as overwhelmingly positive based on their experience with it at the 2019 Spring Sale! Benefits of the system include:

- Electronic entering of tags, which will save 50-60% of your time
- Settlement reports will show you which of your items sold

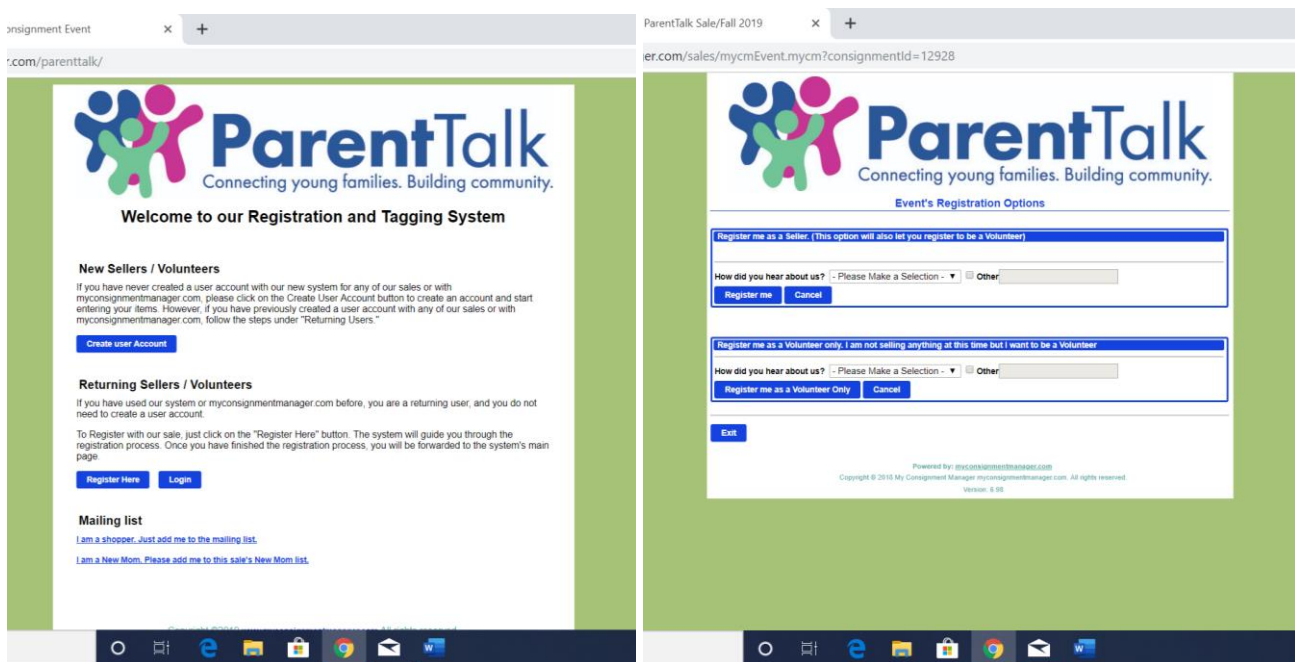
### Registration for all Users:

Visit <https://myconsignmentmanager.com/parenttalk/> to register as a new seller and volunteer or as a returning seller and volunteer if you have registered with MyCM in the past. **Use this link to register and log in, or you will run into issues with entering and printing your items.** The screenshots below show the correct log-in screens.

Once you are registered in MyCM, please:

- Sign up for your volunteer shift(s) – we need volunteers October 4-6th, so don't worry if the day of the sale doesn't work for you. **Consigners cannot check their items in or hang them up during the volunteer shift.**
- Sign up for a consignor check-in time on Saturday, October 5th. At check-in, a volunteer will check the items you have with you against your inventory in MyCM. We will ask all consignors to sign a hard-copy version of our consignor contract, which is attached within this Guide.
- All new consignors will be assigned a number by MyCM. and returning consignors will have the same number as before.

The screenshots below show the correct initial registration page and secondary log-in page.



## Instructions for using MyCM

Here are some recommended steps to take before entering items in MyCM:

- Sort all items by category – clothing, toys, equipment
- Separate clothing items by gender and size
- Get hangers for all clothing items

Instructions for entering items:

- Log in to MyCM and go to tab “Enter Items”. See screenshot below for how this screen should look. If your screen looks differently, please go to [www.myconsignmentmanager/parenttalk](http://www.myconsignmentmanager/parenttalk) and log in there.
- By sorting prior to entering, you will save time as you will only need to reenter the price and description (but not category and size) for each similar item.
- You also can avoid using the mouse entirely by simply using the tab button, selecting the first letter of each entry in the drop downs and the enter key to add items.
- There is a “power tagger” option in the “Enter Item” tab that allows you to create multiple tags at once.
- Express tagging is a separate tab. This function also allows you to enter items quickly by simply entering the price and then selecting the number of tags you would like at that price.

Editing and printing items:

- Manage Inventory screen – this allows you to print inventory reports, mass edit items or individual items, and also see a Projected Settlement Report based on the items you have entered into the system.
- Printing – This can be performed at any time – either at intervals or all at once when you finish entering items. We recommend the use of cardstock paper (at least 60 or 65 weight) in light pastel colors except for light/dark blue but plain white paper will also work.
- Once your tags are printed, make sure the bar-code is clear and is not too dark (use normal setting when printing – NOT BEST quality), then cut on the lines and safety pin to left shoulder or right side if the clothing is facing you. When applying tape to toys, equipment, etc. please do not put tape on the barcode.

Reporting and payment:

- Updates on sold items in MyCM are NOT real-time! Sold items will be posted by our volunteer treasurer as part of the end of day reconciliation processes, and will be online no later than Tuesday, October 8<sup>th</sup>.
- The “View Settlement” tab will show the details of items sold/not sold.
- Checks will be sent to the address in MyCM, so PLEASE ensure it is accurate. Checks will be sent within 30 days of the sale’s end.

These screens show the correct “home” page for entry into MyCM and page for entering items, respectively.

The screenshot shows the home page of the MyCM system. At the top, there is a navigation bar with the ParentTalk logo and the tagline "Connecting young families. Building community." Below the logo, there is a "My Account" section with a language/country dropdown set to "United States/Canada". A main navigation menu includes: Home, Enter Items, Express Tagging, Print Tags, Manage Inventory, View Settlement, Volunteer, Check-In, and Logout. A welcome message says "Welcome May!" and "Seller Number: 0119". Below this, there is a section titled "Choose the selection below to get started" with a list of options: Enter Items, Express Tagging, Manage Your Inventory, Print Tags, Volunteer, Check-In, and View Settlement Report. At the bottom, there is an email contact for questions and a link to system requirements.

The screenshot shows the "Add / Remove / Edit Items" page. It features the same ParentTalk logo and navigation as the home page. A yellow banner at the top states: "We are allowing you to enter a maximum number of 1000 items for this event. You have already entered 0 items." Below this, there is a warning: "Please do not use too many capital letters in the item's Description fields. You may have to edit your description later if it overruns the tag's field." The form includes fields for: Consignment (ParentTalk Sale/Fall 2019), Seller Number (0119), Price (please select a price), Discount (checked), Donate (checked), Category (Not applicable), and Size (Not applicable). There is a "Description/Brand Name" field and a "Description" field. A "Power Tagger" option is set to "1" item(s) with the same information. At the bottom, there are "Add Item(s)", "Edit Item", and "Remove Item(s)" buttons. A table header is visible with columns: Item, Desc / Brand Name, Description, Category, Size, Price, Dis., and Don. The table currently shows "Showing 0 to 0 of 0 entries."

## Sellers' Frequently Asked Questions

### **1. What if I decide to donate my items instead of consigning them?**

If you opt to donate your items to Parent Talk, you will receive a tax donation receipt and the proceeds from the sale of your items will go to Parent Talk. **We are accepting donations for 30 days leading up to October 3<sup>rd</sup>, as well as during set-up at the Sale on October 5<sup>th</sup>.** Please email [clothingsale@parenttalk.org](mailto:clothingsale@parenttalk.org) for information on drop-off location and details. If you are donating items, we take care of pricing, hanging, and placing all donations out on the sale floor. If you have further questions about donating, contact us at [clothingsale@parenttalk.org](mailto:clothingsale@parenttalk.org).

### **2. When do I receive my proceeds from the sale?**

Approximately 30 days following the sale, you will receive a check your share of the value of your items sold.

### **3. Why were my proceeds lower than I expected?**

If your proceeds check is lower than expected, consider the following possibilities:

- Your items did not sell due to safety regulations. For example, we can only accept car seats that are less than five years old.
- Your items were priced too high and did not sell. When pricing, keep in mind what you would pay for this item if you saw it at the sale.
- Items were not purchased due to stains, holes, or worn out areas. Parent Talk reserves the right to discard items that are deemed unsellable by our quality-check volunteers.
- Your items sold after 11:30am on Sunday. From 12:00 - 12:45pm, the prices of all items are reduced and become non-commissionable Parent Talk donations. Any items remaining at 1:00 pm are donated to various charities (see FAQ #4).

### **4. What happens if my items do not sell?**

Local charities identified by Parent Talk will come and collect items that are not sold during the sale. In the past, we have had as many as eight charities benefiting from our donations at each sale.

### **5. How else can I help?**

- Tell your friends about the sale (they can consign, donate, volunteer, and/or shop).
- Shop the sale!
- Sign up for a volunteer shift – and take advantage of pre-sale shopping privileges!

## Pricing Guide

### Level

**GET IN THE CONSIGNMENT MINDSET:**

\*Think about what you would pay for your items right now, NOT what you paid for it.

\*Remember: buyers look for value-priced items.

\* Pricing level should be a combination of brand and quality (i.e. an upscale item with heavy wash wear may sell better with Level 2 rather than Level 3 pricing)

		1	2	3
		Discount & Department Stores	Popular Retail Chains & Higher End Department Stores	Upscale Retail Chains & Boutiques
		Walmart, Kohl's, TJ Maxx, Marshalls, JCPenney, Sears, Carters	Gap, Old Navy, Children's Place, Crazy 8, H&M, Gymboree, Target	Crew Cuts, Janie & Jack, Hanna Andersson, Mini Boden, boutique, Stride Rite, Splendid
Infant	Onesies	Bulk - 3 for \$2		3
	Sleepers	3	5	8
	Pajamas/Nightgown	3	6	8
	Infant shoes	3	5	7
	Infant outfits	5	8	10
Tops	Basic T-Shirts	1	2	3
	Shirts/Ts: popular teams/characters	2	3	4
	Dress shirts	3	4	5
	Light sweaters/cardigans	4	5	6
	Dresses	4	6	8
	Sweatshirts	4	5	7
	Hoodies	5	6	8
	Sweatsuits	6	7	8
Bottoms	Leggings/legging pants	3	4	5
	Sweatpants/athletic track pants	3	4	5
	Casual pants/jeans	5	6	7
	Dress pants	6	7	8
	Shorts	3	4	5
	Skirts	2	4	6
Specialty	Blazers	5	8	10
	Pajamas/Nightgown	2	4	6
	Bathrobes	3	5	7
	Costumes	3	5	7
	Specialty dress	8	10	12
	Suit/holiday outfit	8	10	12
Outwear/seasonal	Winter Hats	3	4	6
	Raincoats	6	10	12
	Windbreakers/Jackets/Fleece	5	8	11
	Winter Coats	10	14	20
	Snow suits/pants/bib	5	10	15
	Mittens/Gloves/Scarves	3	6	10
Footwear	Rainboot	7	8	10
	Sneakers	6	8	10
	Snow boots	4	8	12
	Dress shoes	5	7	10
	Ballet	6		
	Cleats	8		
Accessories	Socks	Bulk price: 5 for \$3		
	Tights	Bulk price \$2/each		
	Basic baby hats	Bulk price: 3 for \$2		
	Scarves	Bulk price \$2/each		
	Bibs	Bulk price: 3 for \$1		

Category	Sub-category	Prices
Bath & Bed	Towels	\$3
	Receiving blankets	5 for \$3
	Basic blankets	\$3
	Crib sheets/pillowcases	\$3
	Quilts	\$8
	Complete bedding sets	\$15
	Swaddler	\$5
	Sleepsack	\$10-15
	Bassinet/cradle	\$15-30
	Bathtub	\$5
	Bed rail	\$8
	Mattress protectors	\$3
	Pack and Play	\$15-30
	Sleeping bag/Nap mat	\$5-15
Cradle	\$20-50	
Sporting equipment	Bicycle/Tricycle	\$25-35
	Baby bike seat	\$20-30
	Helmet	\$5-8
	Hockey stick/tennis rackets	\$5
	Ice skates	\$15
	Basketball hoop/soccer net	\$10
	Skis/snowboard	\$25
	Rollerskates/blades	\$10
Baby toys and gear	Baby gym/play mat	\$5
	Bouncy seat/jumper	\$15
	Exersaucer	\$20
	Playpen	\$10-15
	Swing	\$25
	Gate	\$5-10
	Baby monitor	\$5-20
	Infant carrier	\$15-30
	Rattle/infant toy	\$2-4
Feeding and diapering	Bottle Sterilizer	\$5-12
	Bottle warmer	\$5-12
	Changing table	\$10-25
	Diaper pail	\$3
	High chair	\$15-40
	Diaper bag	\$10-30
	Potty	\$6-10
	Reusable dishes	3 for \$5
Nursing & Nursery	Nursing covers	\$4
	Nursing pillows	\$7
	Rocker/glider	\$30-100
	Room décor	\$5-20
	Rug	\$8-15
	Frames/photo albums	\$4
	Mobile	\$5

Category	Sub-category	Prices
Games and toys	Board game	\$4
	Books	2 for \$1
	Specialty books	\$3
	Cars/trucks	\$5-10
	Dolls	\$2-4
	Electronic game	\$5-15
	Puzzles	\$2-4
	Wooden Activity Cube	\$10-20
	CDs/DVDs	\$3
	Large items/ outdoor toys	Easel
Playhouse/kitchen		\$15-40
Push toy/mower		\$6
Ride-on		\$10-15
Sled		\$2-6
Swing - outdoor		\$7
Tables & chairs		\$12-20
Travel <i>PLEASE NOTE: Car seats must be less than 5 years old.</i>	Backpack	\$10
	Suitcase	\$6-12
	Booster seat	\$5-8
	Car seat	\$15-40
	Car accessories	\$4-6
	Car seat/shopping cart cover	\$5
Strollers & Stroller Accessories	Single*	\$20-50
	Double*	\$35-60
	Lightweight/Umbrella*	\$5-15
	Jogging*	\$20-50
	Double Jogger*	\$50-75
	High end*	\$75-115
	Bundle Me	\$15
Stroller accessories	\$6-12	
Nursing & Nursery	Nursing covers	\$4
	Nursing pillows	\$7
	Rocker/glider	\$30-100
	Room décor	\$5-20
	Rug	\$8-15
	Frames/photo albums	\$4
Mobile	\$5	

\*= +/-30% of retail depending on quality

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